

DHR CRIMINAL HISTORY CHECKS (DAY CARE CENTER/RESIDENTIAL CARE)

A. LICENSEES/OWNERS

ALL new license applicants (as well as owners, board members, officers of corporations, or partners of any entity owning or operating a facility **WHO HAVE DIRECT CONTACT WITH CHILDREN**) must do the following:

- ◆ Complete the **Mandatory Criminal History Check Notice** form. Send the original to the State Department of Human Resources Office of Criminal History Checks. Maintain a copy on file at the facility.
- ◆ Complete the **Criminal History Information Consent and Release** form. Have the fingerprint technician sign the Criminal History Consent and Release form. Send the original to the Alabama Bureau of Investigation (ABI) and a copy to DHR at the addresses listed on the form.
- ◆ Obtain **fingerprint cards** from DHR's Office of Criminal History Checks. Complete all required information on the fingerprint card and have two complete sets of fingerprints made on separate cards by your local law enforcement agency or anyone trained in fingerprinting techniques. Send the cards along with the Criminal History Information Consent and Release form and a cashier's check or money order in the amount of **\$49** to the address listed on the form. **DO NOT SEND CHECKS AS THEY ARE NOT ACCEPTABLE.**
- ◆ A **photo ID**, such as a driver's license or military ID, with names and Social Security numbers, must be obtained as identification verification and a copy kept on file at the facility.
- ◆ **THE FACILITY CANNOT BE LICENSED UNTIL DHR RECEIVES A SUITABILITY LETTER ON THE APPLICANT(S).**

B. EMPLOYEES/VOLUNTEERS

Directors, employees, and volunteers must do the following prior to employment or volunteer work:

- ◆ Complete the **Mandatory Criminal History Check Notice** form. Send the original to the Department of Human Resources Office of Criminal History Checks. Maintain a copy on file at the facility.
- ◆ A **photo ID**, such as a driver's license or military ID, with name and Social Security number, must be obtained as identification verification and a copy kept on file at the facility.

The following must be done within **five (5) days of starting work**:

- ◆ Complete the **Criminal History Information Consent and Release** form. Have the fingerprint technician sign the Criminal History Consent and Release form. Send the original to the Alabama Bureau of Investigation (ABI) and a copy to DHR at the addresses listed on the form.
- ◆ Obtain **fingerprint cards** from DHR's Office of Criminal History Checks. Complete all required information on the fingerprint card and have two complete sets of fingerprints made on the card by your local law enforcement agency or anyone trained in fingerprinting techniques. Send the cards along with the Criminal History Information Consent and Release form and a cashier's check or money order in the amount of **\$49** to the address listed on the form. **DO NOT SEND CHECKS, AS THEY ARE NOT ACCEPTABLE.**
- ◆ If working, persons receiving letter determinations of unsuitability must be terminated from employment or volunteer work, unless an appeal is filed.

Anyone who fails or refuses to complete the Mandatory Criminal History Check Notice form or the Criminal History Information Consent and Release form, who fails or refuses to submit two complete sets of fingerprints or a photo ID or the required fee, or who reveals a disqualifying conviction in completing the form may not be employed, allowed to perform volunteer work, or issued a license or permit.